

25X1A5a1

Contracts, Amendments, executed during period of
23 July 1953 through 29 July 1953

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Contract Number

Contractor

Commodity & Quantity

Dollar Value

	Time Extension	-
	Amend withholding provisions	-
	Amend withholding provisions	-
	Amend description of model	-
	1954 radiator repairs	-
	Renewal for FY 1954	-
	Add'n of typewriters for service	-
	Sale of Kelley #2 Press	\$ 4,610 recpt.
	Total of	\$ 8
Other Actions Completed		\$ 11
		\$ 4,610 recpt.

Status of Contract Actions Pending for Contract Section
As of 29 July 1953

A. No Action	5	
B. Pending receipt of more information, clearances, etc.	12	
C. Pending bid opening and award	10	
D. Negotiations Underway	7	
E. Pending drafting of contractual documents	5	
F. No further action required by procurement officer		39
1. Pending typing and mailing to Contractor	10	
2. Pending signature of Contractor	7	
3. Pending final clearance and signature of Contracting Officer	2	
		19
		58

Note: 8 actual requisitions and 26 memos and letters were received during the week which will require contract or other action by the Contract Procurement Officers. Since in many cases two or more of these documents will be consolidated into one action, these figures do not mean that 34 separate actions will be required. The figures above of contract action requests received, completed, or pending are on this consolidated basis. The consolidations, cancellations and transfers resulted in net new contract actions of 14.

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PURCHASE SECTION REPORT
For Week Ended 29 July 1953

Requisitions

Balance pending end of previous week	310
Received during week	146
	<u>456</u>
Completed during week	125
Balance pending end of week	<u>331</u>

Purchase Orders Issued

103**

\$ 42,943.06

Backlog of Typing

Purchase Orders	51
Correspondence	5
Invitations to Bid	23
Bills of Lading	<u>0</u>
Total	<u>79</u>

STATUS OF PENDING REQUISITIONS*

A. Without Action

Held less than 15 days	152
Held more than 15 days	<u>-0-</u>
Total	<u>152</u>

Estimated Value

\$ 51,003.37
<u>-0-</u>
<u>\$ 51,003.37</u>

B. With Action

Pending Information from Requisitioning Office

Held less than 30 days	3
Held more than 30 days	<u>2</u>
Total	<u>5</u>

\$ 1,000.00
<u>500.00</u>
<u>\$ 1,500.00</u>

Pending Receipt or Opening of Bids

Held less than 30 days	122
Held more than 30 days	<u>-0-</u>
Total	<u>122</u>

\$ 34,433.00
<u>-0-</u>
<u>\$ 34,433.00</u>

Pending Clearance from GPO and/or GSA

Held less than 30 days	14
Held more than 30 days	<u>-0-</u>
Total	<u>14</u>

\$ 18,700.00
<u>-0-</u>
<u>\$ 18,700.00</u>

Pending Completion of Service and/or Billing

Held less than 30 days	38
Held more than 30 days	<u>-0-</u>
Total	<u>38</u>

\$ 1,246.00
<u>-0-</u>
<u>\$ 1,246.00</u>

Total with Action

179

\$ 55,879.00

C. Total Pending Requisitions

331

\$106,882.37

D. Total Hours of Overtime during the past week: 2 hours.

* Details for each Purchasing Agent are in Purchase Section

**Approximately 100 typed orders do not appear on this report because the absence of Distribution Clerk.

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